

## CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3

Name of County O'Brien

### 1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

☒ Yes ☐ No

*→ HOWEVER — As of June 30, 2020, O'Brien County Courthouse is in Phase 1 of Reopening. This means admittance is by appointment only. Court hearings will be considered an appointment. During this phase, O'Brien County Public Health will*

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court *Summ* controlled workspaces. For example, where desks or work stations cannot be reconfigured to *Count* maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain *participants* number of employees are onsite at a given time and other employees work remotely until they *for COVID-19* are scheduled to work onsite.

☒ Yes ☐ No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating *with CM questions and forehead temp scanning.* of employees in any areas.

☒ Yes ☐ No

*Names of persons entering Cthouse will be recorded.*

### 3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

☒ Yes ☐ No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

☒ Yes ☐ No

## 6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

☒ Yes ☐ No

Keyboard protectors are in place for all public kiosks.

☒ Yes ☐ No

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

☒ Yes ☐ No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

☒ Yes ☐ No *See signage attached*

## 7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

☒ Yes ☐ No *Because this is a lower volume County, no previous issue of this type. However, during COVID-19 only 1 person or party will be at Clerk's counter and there is sufficient room to queue in lobby at safe social distance.*

There is an adequate supply of face masks on site so that every employee replaces mask daily.

☒ Yes ☐ No *for a limited time. The County is anticipating a face mask delivery & may share.*

Face shields are available for all employees who requested one through the employee survey.

☐ Yes ☐ No *NA - None were requested.*

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

☒ Yes ☐ No

**Contact Tracing**

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

☒ Yes      ☐ No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

Duane E. Hoffmayer D3  
Chief Judge /District No.

Duane E Hoffmayer  
Print Name

July 1, 2020  
Date

APPROVED BY:

Todd Nuccio  
Todd Nuccio  
State Court Administrator

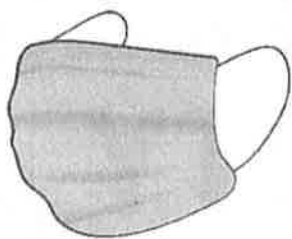
July 1, 2020

Date

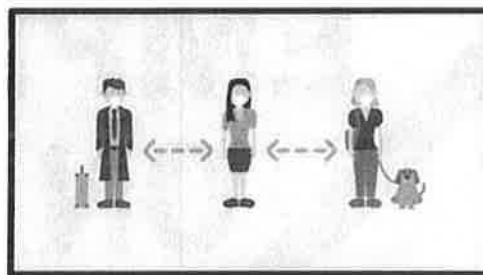


**If you experienced any of the following,**  
**DO NOT ENTER:**

1. You have recently been in close contact with someone who has COVID-19
2. You have tested positive for COVID-19 in the last 14 days
3. You are experiencing symptoms of COVID-19 per CDC Guidelines



**Masks must be worn or  
will be provided.**



**Maintain 6 feet of distance  
between yourself and others.**

**Only \_\_\_\_\_ Persons Allowed in the Room  
at Once.**



**Fw: Please interpret**  
Laurie Janssen to: Nancy Whittenburg

06/30/2020 10:52 AM

History:

This message has been replied to.

## Don't sit here

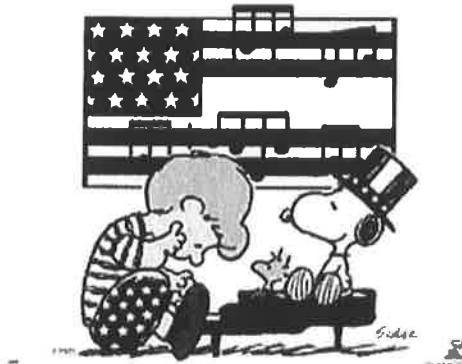
Leave space for others for social distancing.  
Help slow the spread of COVID-19. Thank you!



### No te sientes aqui

Deje espacio para otros y mantenga distancia social.  
Ayuda a desacelerar la propagación de COVID-19.

*Thank you!*



**Laurie A. Janssen, Clerk of Court for Clay, Lyon, O'Brien and Osceola Counties**

**Clay County Courthouse** (County 21)  
215 West Fourth St, Spencer, IA 51301  
Telephone: 712-262-4335  
Fax 712-262-6042

**Lyon County Courthouse** (County 60)  
206 S Second Ave, Suite 201, Rock Rapids IA 51246  
Phone: 712-472-8530  
Fax: 712-472-8537

**O'Brien County Courthouse** (County 71)  
PO Box 430, 155 South Hayes Ave., Primghar IA 51245  
Phone 712-957-3255  
Fax: 712-957-2965

**Osceola County Courthouse** (County 72)  
300 Seventh St, Sibley IA 51249  
Phone 712-754-3595